

# What's New in HePS!



HePS is constantly undergoing refinement based on your needs and comments. Here is a summary of the latest changes to be implemented September 2008.

### **Island and Category Selection**

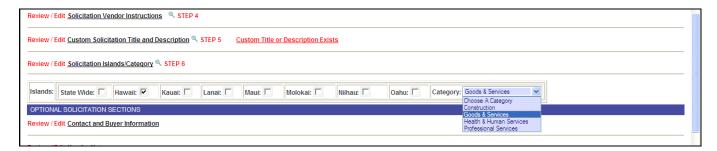
When creating a new solicitation you will be prompted to select the following:

- 1. The island(s) on which the goods are services are to be delivered.
- 2. The category of procurement
  - a. Constructions;
  - b. Goods and Services;

All islands are listed and can be checked individually or you can select all islands by checking "State Wide".

Categories are selected from a drop down and include: Construction, and Goods and Services. Health and Human Services, and Professional Services will also become available when we begin using HePS for those methods of procurement. For now, please do not select those choices..

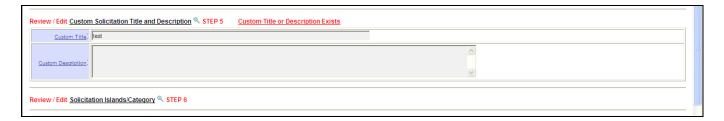
Both of these new features are now in the Mandatory section when creating a solicitation.



#### **Solicitation Title and Description**

The Solicitation Title will now be a mandatory selection when creating a solicitation. Only the Title block is required, the description area remains optional.

The title will appear in many places, including the email notification sent to vendors. The buyer's view from the On Internet page, and is used in the new HePS PNS website for vendors.



### **Award Email Distribution**

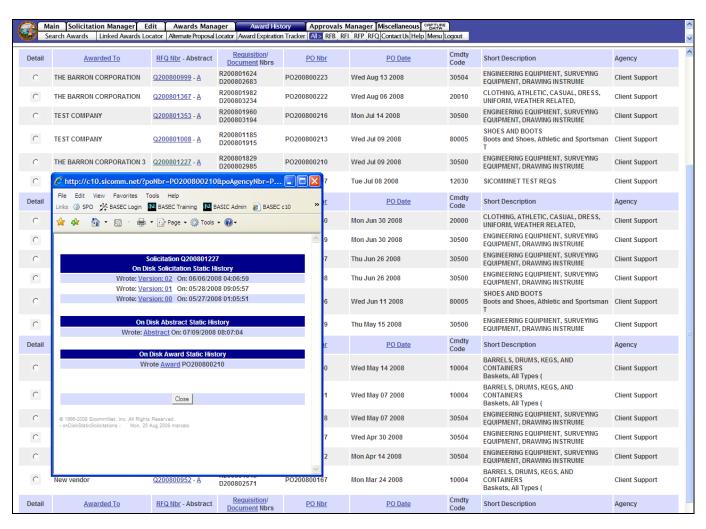
When creating an award, buyers can now select to send a copy of the award to the contact person listed on the solicitation by checking that box.



## **Historical Records (Static Copy)**

Copies of original documents, referred to as "static" documents in HePS will now be accessible to buyers. These original documents include solicitations, amendments, abstracts, and awards. Static history is found under the **Awards Manager tab** and then by selecting either **RFB**, **RFI**, **RFP or RFQ** on the subtab. A list of awards appears for the type selected. By clicking on the linked **Solicitation** number a pop up will have links to all the original documents. For example, if there were multiple amendments to the solicitation they will all have a link.

Static copies can also be found in other areas. While a solicitation is on the internet there is a link to previous versions of the solicitation. After an award is made there is a link to static copies of the award (s) from the dropdown selection at the bottom of the award itself.



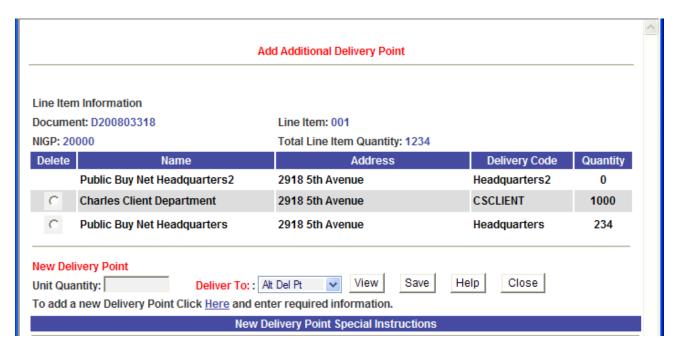






## Send all of a line items quantity to a different Delivery Point

A buyer can now allocate all line item's quantity to a different delivery point. The previous version required that at least 1 item remain on the original delivery point.



Questions or comments? Contact Mara Smith at <a href="mara.smith@hawaii.gov">mara.smith@hawaii.gov</a> (587-4704), Bonnie Kahakui at <a href="mara.smith@hawaii.gov">bonnie.a.kahakui@hawaii.gov</a> (587-4702), or Frank Pierce at <a href="mara.smith@hawaii.gov">fpierce@sicomm.net</a> (341-8782).

For more detailed information on HePS visit the SPO webpage, <a href="http://hawaii.gov/spo">http://hawaii.gov/spo</a> click Hawaii Electronic Procurement System (HePS).